

COMHELTACWINGPACINST 8130.1C  
N4  
18 Dec 02

COMHELTACWINGPAC INSTRUCTION 8130.1C

Subj: COMHELTACWINGPAC SMALL ARMS NON-COMBAT ORDNANCE  
EXPENDITURE PROGRAM

Ref: (a) COMNAVAIRPACINST 8011.6C

1. Purpose. To issue procedures for managing and reporting Small Arms Ordnance expenditure within COMHELTACWINGPAC.
2. Cancellation. COMHELTACWINGPACINST 8130.1B.
3. Background. Reference (a) provides guidance for administration and distribution of annual small arms allocations. Allocations are based on fiscal year training and operational requirements, with adjustments made for asset availability and past usage. COMHELTACWINGPAC will announce annual allocations via naval message.
4. Requisitioning Procedures. Submit requisitions at least 90 days in advance of anticipated usage to assure availability. Long range planning is mandatory.
5. Policies. Non-combat expenditures of ordnance, other than items and quantities listed in annual allocations, are not authorized without prior approval from COMHELTACWINGPAC.
6. Weapon/Ordnance Allocation Request. Submit requests for allocation changes to COMHELTACWINGPAC (N4215), with complete justification in the following format:
  - a. Naval Ammunition Logistics Code (NALC)
  - b. Weapon/Ordnance
  - c. Quantity expended to date
  - d. Present fiscal year allocation
  - e. Quantity (Increase or decrease)
  - f. Narrative justification

Identify allocation excesses early to facilitate redistribution to other commands.

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7. Required Reports. HELTACWINGPAC squadrons shall submit a monthly expenditure report via message or letter to arrive at Wing headquarters not later than the 3rd day of each month for the preceding month. Following additional guidance applies:

a. Negative reports are required.

b. Do not include COMNAVAIRPAC as an addressee on expenditure reports; COMHELTACWINGPAC will forward a consolidated report to COMNAVAIRPAC.

c. Report expenditures in the following format:

Subj: Ordnance Expenditure Report for (Month) (FY)

Ref: (a) COMHELTACWINGPACINST 8130.1C

1. Per reference (a), the following information is submitted:

<u>NALC WEAPON</u>	<u>EXPENDED</u> <u>THIS QUARTER</u>	<u>TOTAL</u> <u>FY EXPENDED</u>	<u>FY ALLOC</u>	<u>NOTES</u>
(1)	(2)	(3)	(4)	(5)

(1) Use alpha-numeric NALC as listed in COMHELTACWINGPAC allocation. Report status of all ordnance expended, even if zero or no change from last report.

(2) Total number of rounds expended during this month.

(3) Total number of rounds expended for fiscal year as of end of reporting period.

(4) Fiscal year allocation.

(5) Any comments deemed necessary to aid COMHELTACWINGPAC in monitoring asset availability or explaining expenditures.

  
A. J. DZIELSKI

Distribution:  
COMHELTACWINGPACINST 5216.1D  
List II, IV